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ENERGY LIBRARY : GUIDE TO SERVICES

Introduction

The Energy Library is maintained to provide DOE headquarters staff with a wide variety of bibliographic and reference services and to function as a major repository of energy-related information. The three locations of the library, each fully equipped, are:

Room 1223 20 Massachusetts Avenue, NW. Washington, D.C.	Oriented toward administrative and regulatory matters, and non-nuclear research and development
Room 8502 825 North Capitol Street Washington, D.C.	Oriented toward regulatory matters concerning public (gas and electric) utilities and oil/gas pipelines
Room G-042, DOE Building Germantown, Md.	Oriented toward nuclear, environmental, and safety R&D

Many of the library's facilities and services are available to the public. It is open for use by Department employees and visitors from 8:30 a.m. to 5 p.m., Monday through Friday, except holidays.

Reference Services

Reference librarians at each location are available to answer inquiries made by telephone, by mail, or in person. All have scientific-technical backgrounds and special training in the most advanced techniques of performing computer-assisted literature searches. They are familiar with DOE's many information/documentation programs and with the nation's energy-related information resources. Together they offer a broad base of educational and work experience for their task of providing complete and timely information to those who need it.

A vast array of materials on subjects of interest to the Department is available to the librarians through the library's own holdings, on-line terminals, indexes and abstracts, DOE information centers, and other libraries. Using these facilities, the reference librarians are able to provide rapid and comprehensive bibliographic reference service to DOE headquarters personnel. Contractors and the general public are welcome to visit each location and use its facilities; staff limitations, however, restrict the amount of reference assistance that can be provided.

Literature Searches

The library's three branches are each equipped with on-line terminals to do literature searches on subjects of interest to the Department using over 100 on-line data bases. Of these, 21 are available from DOE's Technical Information Center (TIC) in Oak Ridge, Tennessee, through the RECON (REmote CONsole) system and over 80 data bases are accessible through Lockheed (DIALOG), System Development Corporation (ORBIT), Dow Jones, and the New York Times Information Bank.

The various data bases (see Appendix for a selected list) provide bibliographic citations and, for certain bases, abstracts as well. The number and type of data elements in a citation differ, but each at least provides author(s), title, and name and date of the referenced publication.

DOE personnel may request a computer-assisted literature search or a demonstration by calling a reference librarian (DC 376-9015 or 275-4303 or GTN 353-4166) or by visiting the library in person. Physical access to the terminals is limited to the librarians; however, researchers are welcome to participate in structuring the search strategy. Searches are not generally available to contractors or the general public because of expense and time limitations. Most of the data bases are available commercially.

Copies of needed documents cited in the printouts will be supplied from the library's own collections when possible, or will be obtained through acquisition or interlibrary loan.

Selective Dissemination of Information (SDI)

Headquarters staff members who need to be kept informed on a regular basis about research developments in a particular field may use the library's SDI service. By contacting the reference librarians, search profiles tailored to user needs can be established and printouts regularly supplied on various fields of interest. Biweekly printouts can be provided on subjects covered by DOE's Energy Data Base. Monthly printouts are available from some DIALOG data bases, from the Smithsonian's "Research in Progress" service, from the DOD's Research Work Unit File and from DOD's Industry R&D data base. This

Service is limited to DOE personnel and is not available through the library to contractors or the general public.

Acquisitions

Bibliographic sources are routinely searched to identify material of interest for acquisition. In addition, requests for publications required by staff members for office use or recommended for addition to the library collection can be initiated by sending a Form HQ-246 to the reference librarians. These include books, serials, reports, abstracts, indexes, and standards, and are obtained in hard copy form and microform. Normal deliveries often take 2-3 weeks; the following estimates are typical:

o Routine book order	30 - 60 days
o Government Printing Office	10 days
o NTIS	15 days
o TIC Oak Ridge	15 - 30 days
o Translations	15 days

Delivery of "RUSH" orders depends only on the speed of the supplier. Since the library does not purchase items for distribution, requests for multiple copies need appropriate justification. Material such as handbooks, special dictionaries, etc., can be purchased and made available on extended loan.

Material purchased by the library is nonexpendable property controlled by the library and must be accounted for when employees leave the Department.

Circulation / Interlibrary Loan

All employees of the Department of Energy may borrow materials from the library. The normal loan period is 4 weeks. However, material may be kept until recalled by the library. A 6-months' extended loan (renewable at the discretion of the library) is possible for items, such as handbooks and manuals, which are needed for an indefinite period. Material that is no longer in use should be returned. Material stamped "For Your Retention" is not charged and disposition is at the user's discretion.

because of space limitations, older materials may be available only in microform. Hard copy can be produced rapidly on request. In addition, reader-printer units for the various microforms are provided for user convenience.

Material not available in the library's collections will be borrowed on Interlibrary Loan (ILL) if not readily available by acquisition. Through ILL the library has access to other large collections in the area (notably the Library of Congress) and to libraries of all types throughout the United States. By prior arrangement with the ILL staff, ILL request forms may be picked up ahead of time so that employees can borrow material in person at other libraries. Requests for ILL service may be made by calling 376-9024 (DC) or 353-3576 (GTN).

Serials

Internal routing of magazines, journals, newsletters, etc., is managed by the library. A request to be added to the routing of a particular publication should be directed to the reference staff.

Requests for new serial publications should be accompanied by full ordering particulars on a HQ-246. All such requests are handled individually, with the decision to order dependent on such factors as cost, number of potential readers, immediacy of need, etc.

Readers to whom journals have been routed should not attempt further routing within their own organizations, but should forward the copies to the next addressee as soon as possible. If a single copy of a journal is not adequate for an organization, a separate request for an additional subscription should be placed, with a proposed routing attached.

Each branch library has a journal collection and displays current issues as they are received.

Classified Documents Control

The library's collection of classified documents, housed in the vault at Germantown, are subject to certain restrictions and special procedures for obtaining access to them; call 353-3535 for further details.

Translation Service

To have foreign-language documents translated, call the Circulation Desk (376-9024) or a reference librarian, who will arrange for a qualified translator to do the work within a reasonable length of time. Any item over five pages in length must be accompanied by a statement of justification.

Public Document Room

The Department of Energy is required by law to make certain categories of documents available to the public for inspection and copying. The library maintains a collection of such documents, along with current indexes to them, in the headquarters Public Document Room. Among the various types of documents included in the PDR collection are:

1. Decisions and Orders of the Economic Regulatory Administration, Federal Energy Regulatory Commission, Board of Contract Appeals and Contract Adjustment Board.
2. Records of Waiver Requests on which a Final Determination has been made.
3. DOE Environmental Impact Assessments; Draft and Final Environmental Impact Statements (with accompanying comment letters and reference material).
4. Memoranda of Understanding between DOE and other agencies and organizations.
5. Minutes and transcripts (when made) of meetings of DOE advisory committees, task forces, panels, etc.; other related documents.
6. DOE Rules and Regulations, including those for Procurement and for Property Management.
7. DOE Manual and accompanying management directives.

Any division or office wishing to make material available to the public through the Public Document Room must contact the PDR before delivering the material or making an announcement about its availability. Material for the PDR collection will be accepted only after consultation with the PDR librarian.

Publications

LIBRARY ACCESSIONS

Weekly. A listing of new books, Government documents, unclassified reports, and conference proceedings. Arranged by subject. As appropriate, a section announcing new magazines/journals acquired by the library is added. Copies are distributed throughout the program divisions; additional copies are available in the library. Call Reference to be added to distribution. To obtain any of the publications listed, a convenient request form is included in each copy.

DOE HEADQUARTERS PUBLICATIONS

Monthly. A cumulative listing and index of publications issued from DOE headquarters. Its four sections are: New DOE publications, Cumulative list of DOE publications; Publications by program office; and, Index to keywords in titles.

ENERGY LIBRARY: JOURNALS AVAILABLE

A listing of over 1900 titles and the holdings for each title at Washington and/or Germantown. Titles are indexed by their keywords. Copies of the listing are available at each branch library.

Collection Catalogs

The publications in the library's various collections are identified by computer-produced catalogs and indexes. Updated monthly, they are:

FOR THE BOOK COLLECTION

- o Author/Title Catalog
- o Subject Catalog
- o Shelflist
- o Index to Title Keywords

FOR GOVERNMENT PRINTING OFFICE PUBLICATIONS

- o GPO Collection Catalog and Index

FOR JOURNALS

- o Journal Holdings
- o Journal Title Keyword Index

FOR REPORTS

- o *Unclassified Reports (paper copies only)*

These catalogs and indexes, as well as other indexes, are available for use at each location.

Selected List of Databases Accessed by the Energy Library*

The following databases are those having information on subjects of particular interest to the Department of Energy:

1. AGRICOLA THE NATIONAL AGRICULTURAL LIBRARY database provides worldwide coverage of journal articles, reports and monographs on agriculture and its related fields from 1970 onwards.
2. APILIT THE AMERICAN PETROLEUM INSTITUTE LITERATURE database covers everything about petroleum from the time it comes out of the ground, with references dating back to 1964.
3. APTIC THE AIR POLLUTION TECHNICAL INFORMATION CENTER database indexes information on air pollution, its effects, control and prevention from 1966 to date.
4. ASFA THE AQUATIC SCIENCES AND FISHERIES ABSTRACTS database provides comprehensive coverage of marine biology and limnology from 1975 to date.
5. ASI THE AMERICAN STATISTICAL INDEX database provides comprehensive coverage back to 1973 of the statistical publications of the United States government.
6. BIOSIS BIOLOGICAL ABSTRACTS AND BIORESEARCH INDEX database provides comprehensive worldwide coverage of biological sciences and their related disciplines from 1966 to date.
7. CDI THE COMPREHENSIVE DISSERTATION INDEX database provides a guide to all American dissertations accepted by accredited institutions since 1861. It also includes some citations to foreign dissertations.
8. CHEM ABSTR THE CHEMICAL ABSTRACTS database files provide comprehensive coverage of all fields of chemistry, chemical engineering and chemical aspects of environmental sciences retrospective to 1970.
9. CTN THE CHEMICAL INDUSTRY NOTES database contains information to the business literature in the chemical industry retrospective to 1974 and includes references on production, pricing, sales, facilities, products, processes, corporate and government activities, and personnel information.

* To use these databases, or for additional information regarding them, call 376-9015 in D.C. or 353-4166 in CTN.

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THE ENGINEERING INDEX database provides worldwide coverage from 1970 onwards of engineering and technological literature.

THE ENERGY DATA BASE provides comprehensive coverage of all unclassified scientific and technical information processed at DOE's Technical Information Center, Oak Ridge, and includes all nuclear information processed since June 1976.

ENERGYLINE

THE ENERGYLINE database provides comprehensive coverage of energy-related literature retrospective to 1971.

ENVIRONMENTAL

THE ENVIROLINE file, produced by the Environmental Information Center, covers worldwide information on all aspects of the environment from 1971 to date. Included are such fields as management, technology, planning, law, political science, economics, geology, biology, and chemistry as related to the environment.

ENERGY R & D PROJECTS on-line file is a compendium of research projects in the area of energy R&D performed by government and by private industry under government contract.

FOUNDATION
DIRECTORY

THE FOUNDATION DIRECTORY database is a current file providing descriptions of over 2500 non-governmental, non-profit foundations which have assets of \$1 million or more or which make grants of \$500,000 or more annually.

FOUNDATION
GRANTS

THE FOUNDATION GRANTS file contains information on grants of \$5000 or more awarded since 1973 by non-governmental, non-profit organizations.

FROST &
SULLIVAN DM2

THE DEFENSE MARKET MEASURES SYSTEM file (DM2) contains award announcements for the entire engineered systems and services market.

GEOREF

THE GEOLOGICAL REFERENCE file of the American Geological Institute covers geosciences literature back through 1967.

GRANTS

THE GRANTS INDEX database is a current reference file of over 1500 grant programs offered by Federal, State and local governments, commercial organizations, associations and private foundations in over 88 disciplines.

INFORM

INFORM database covers literature back to 1971 in the areas of business management and administration.

21. THE INFOR-
MATION BANK THE NEW YORK TIMES INFORMATION BANK provides on-line coverage of the New York Times and other newspapers, and general-interest periodicals retrospective to 1969.
22. INSPEC THE INSPEC on-line files, from 1969 to date, constitute the largest database in English for the fields of physics, electrotechnology, computers and control. Foreign-language material is abstracted and indexed in English.
23. ISMEC THE INFORMATION SERVICE IN MECHANICAL ENGINEERING database abstracts the worldwide information on mechanical engineering and engineering management from 1973 to date.
24. METADEX THE METALS ABSTRACTS/ALLOYS INDEX database provides comprehensive coverage back to 1966 of the international literature on the science, technology and practice metallurgy.
25. METEOR/GAS ABS METEOROLOGICAL AND GEOASTROPHYSICAL ABSTRACTS database provides current citations from 1972 onwards of worldwide meteorological and geostrophys research.
26. NSA NUCLEAR SCIENCE ABSTRACTS on-line provides comprehensive coverage of worldwide nuclear information from 1967 through June 1976.
27. NSC NUCLEAR SAFETY INFORMATION CENTER on-line file contains references to nuclear safety literature.
28. NTIS THE NATIONAL TECHNICAL INFORMATION SERVICE database contains citations to government-sponsored research development and engineering reports, government analyses prepared by federal agencies or their contractors and grantees, some reprints, federally-sponsored translations and foreign language reports in areas of major technical interest retrospective to 1964.
29. OCEANIC
ABSTRACTS OCEANIC ABSTRACTS database indexes the worldwide oceanographic and marine-related literature from 1964 to date.
30. P.A.I.S. THE PUBLIC AFFAIRS INFORMATION SERVICE database is a subject listing of current literature concerned with economic and social conditions, public administration and international relations.

31. P/E NEWS THE PETROLEUM/ENERGY BUSINESS NEWS INDEX gives up-to-date information on current events covering international petroleum policy, legislation, letting of exploration and construction contracts, statistics, reports, company information and recent developments in industry and government which can impact on large-scale oil enterprises.
32. POLLUTION POLLUTION ABSTRACTS on-line provides comprehensive coverage of the worldwide technical literature on the environment back through 1970.
33. PREDICASTS DOMESTIC STATISTICS THE DOMESTIC STATISTICS file provides time series and forecasts on U.S. economics, demographics, finance and production from 1971 to date. Records usually contain historical base-period data, a short-term forecast and a long-term forecast.
34. PREDICASTS EIS PLANTS THE EIS PLANTS file provides data and classification of industrial plants in the United States and contains for each plant the name, address, telephone number, industrial classification, value of shipments, employment classification, share of market, name and address of parent company and other pertinent information.
35. PREDICASTS F & S INDEX THE F & S INDEX file provides citations to articles relevant to business research from 1972 to date.
36. PREDICASTS INTERNATIONAL STATISTICS THE INTERNATIONAL STATISTICS file provides time series and forecasts on foreign economics, demographics, finance and production for all countries from 1972 to date. Records usually contain historical base-period data, a short-term forecast and a long-term forecast.
37. PREDICASTS MARKET ABSTRACTS PREDICASTS MARKET ABSTRACTS digests articles from worldwide journals, studies and prospectuses on new products, acquisitions, capacities, end-uses, market data, technology, production, foreign trade and country data.
38. PTS WEEKLY THE PREDICASTS WEEKLY file provides current and extensive coverage of chemical and equipment information.
39. SAE ABSTRACTS THE SOCIETY OF AUTOMOTIVE ENGINEERS database covers papers from 1965 to date concerned with self-propelled vehicles and applicable to the aerospace, transportation and automotive industries.

40. SCISEARCH SCISEARCH, published by the Institute for Science Information, is a multidisciplinary index to over 830,00 records of the Science Citation Index and covers all fields of science and technology.
41. SOC SCISEARCH SOCIAL SCISEARCH is a multidisciplinary database indexing the worldwide social science literature and its related disciplines from 1972 to date.
42. SOCIOLOGICAL ABSTRACTS SOCIOLOGICAL ABSTRACTS database covers the worldwide journal literature of sociology and its related disciplines retrospective to 1963.
43. SSIE THE SMITHSONIAN SCIENTIFIC INFORMATION EXCHANGE database covers research in progress and recently completed research in the life, physical and social sciences sponsored by Federal, State and local government agencies and non-profit associations, colleges and universities, non-affiliated individuals and some foreign organizations.
44. TSCA THE TOXIC SUBSTANCES CONTROL ACT file is a current candidate list of chemical substances containing CA Index names, CAS registry numbers, EPA reporting numbers, molecular formulas and synonyms.
45. TULSA THE TULSA database covers all phases of worldwide petroleum and natural gas exploration, production and development from 1961 to date.
46. WORLD ALUMINUM ABSTRACTS WORLD ALUMINUM ABSTRACTS database provides international coverage of the technical literature on aluminum retrospective to 1968. All aspects of the aluminum industry, exclusive of mining are indexed.

